

TOWN OF TEMPLE, NEW HAMPSHIRE
SELECT BOARD
MINUTES OF PUBLIC MEETING

**June 12th, 2018
Town Hall Annex**

Select Board members present: G. Cromwell, B. Ezell, and K. Caisse
Call to order by Cromwell at 6:30pm

Jeta Grove Foundation:

- Attorney Hanna present to discuss his letter to the Select Board dated May 31st.
- The BOS is being requested by Jeta Grove to provide a standard formula for assessing Jeta Grove land in Current Use. Jeta Grove is not asking to have the previous LUCT amounts be discussed but that all future kuti's built will be subject to the same formula for LUCT calculations (up to possibly 20+ more kuti's built).
- Upon review of the 3 parcels in question, there does appear to be a discrepancy in evaluation standards. The Town has valued the .2 acre lots granted for the building of kutis at two different values: \$2,600 for calculating the LUCT (\$7,800 for .6 acres) and \$49,200 (for .6 acres) on the assessed value.
- Jeta Grove is asking that all future LUCT amounts be figured on land values all being considered "backland" and use that number in the standard calculations. They understand this number will fluctuate based on land market values, but that all the land being assessed be consistent in its marketable value.
- BOS needs to research the assessment amount standards for "backland" acreage.
- No decision made or vote taken on this portion of the matter. Ezell will discuss the matter with Avitar and the Town's Attorney for more information.

Motion for acceptance of the assessed land value of .6 acres to be on a \$7,800 value amount, instead of \$49,200 on Map1A-Lot3, with three cards, by Cromwell, seconded by Ezell, all in favor.

Postage Meter

- Discussion to replace the postal unit needs to be postponed until bookkeeper can contact Pitney Bowes.
- It was noted that G.Rae is doing a monthly collection of data per account used on the meter.

250 Fund Request to Treasurer

- Treasurer agreed to provide copies of each month's bank statement for this fund balance.
- G.Rae will hang another mailbox in the municipal office for the 250 Anniversary fund.

Alter building permit

- Need to add a lot-line / set-back verification sign-off section of the actual permit. (not to be called the foundation inspection, that type of inspection is checking on different parameters then set-back measurements)

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- The instructions for this inspection will be added to the building permit application instructions.
- If there are changes to the approved permit's footprint of the structure, the building inspector must be notified. This is generally a builder's responsibility.

Gmail:

- Repeated copies being sent to each e-mail address. Ezell will fine-tune the forwarding function.

Letter regarding illegal burn

- BOS agreed to the version of the letter written by Ezell. Letter signed and G.Rae will mail the state regs. and the letter for billing purposes. Bookkeeper will submit the state report once the payroll for the event has been sent out.

BOS Signatures:

- Property Tax Warrant part 1, for 2018
- DRA form MS-60A
- Dog civil forfeitures from the Town Clerk
- Notice of Tax Deeds from the Town Tax Collector
- Reviewed building permit application and not approved, needing building inspector signature.

Review of proposed instructions to rent out the Town Hall

- G.Rae will contact the Saturday June 2nd hall renter and ask about the wall clock that was found on Monday with a broken cover.
- **New draft protocol attached**
- The front Town Hall bulletin board needs more work than just a Plexiglas replacement. Tom Hawkins will be asked about the possibility of creating a new wooden bulletin board.
- Total size and dimensions have to meet the election posting requirements. The Town Clerk will be consulted before a final size is decided on.

Schedule employee reviews

- **Per Employee Manual December 31st, 2014 page 20, chapter 10:**
- *Formal performance evaluations are conducted during and at the completion of an employee's probationary period* in any new position. The initial performance evaluation allows the supervisor and employee to discuss the job responsibilities, standards and performance requirements for the new position. *Probationary period, page 18 chapter 8, Every person transferred, promoted or appointed may be required to successfully complete a probationary period, which shall enable the supervisor to observe the employee's ability to perform the essential functions of the position and to enable*

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completion of certification, if applicable. The terms of the probationary period will be determined by the Select Board.

- *Additional formal performance evaluations are conducted to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.*
- G.Rae's hire date: August 15, 2017, probationary review meeting held on October 24th, 2017.
- *Annual performance evaluations will be completed in the Fall of each year. The evaluation shall cover the previous twelve-month period and shall be completed on all non-elected full-time, part-time, temporary and probationary employees.*
- Compromised made, instead of scheduling a summer review for G.Rae, G.Rae will take the job description agreed upon from the probationary check-in and assign best-guess time estimations for the work being done in a 20hr. work week. G.Rae will submit to the findings to the BOS.

Committee member resignation:

- Connie Kieley has submitted written resignation from the Capital Improvement Plan committee.

Motion for acceptance of C. Kieley's resignation from CIP committee with expressed gratitude for the many years of her service on this committee, by Cromwell and seconded by Ezell, all in favor.

- With the openings on the CIP committee, an option may be to hold joint meeting session, especially with the Budget Advisory committee.

Meeting Minutes:

- **May 22nd** meeting minutes, motioned for acceptance as amended, by Cromwell, seconded by Caisse, all in favor.
- **May 29th** meeting minutes, motioned for acceptance with the addition of Town Hall Rental form attached, by Ezell, seconded by Caisse, all in favor.
- **May 30th** meeting minutes draft reviewed and determined that more information needed to be added. G.Rae to contact Town of Wilton to see if more notes were taken, as it was a public session with Temple and Lyndeborough. This draft will be brought to the next BOS meeting on Tuesday June 26th for approval and posting.

Public Comments:

- There needs to be a more concerted effort to recruit residents to volunteer for the Town's boards and committee.
- BOS will ask webmaster to place a "running" banner on the Town's home webpage.

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Vouchers: Signed

Meeting Adjourned: 8:46pm, motioned by Cromwell, seconded by Ezell, all in favor.

Next Meeting: Tuesday June 26th 6:30pm Town Hall Annex.

Town Hall Rental Procedures

1. Always get the name and contact number of anyone requesting information. Print and hand the Town Hall Fees, Rules, Regulations and Reservation document to all potential renters or if the request is by phone refer them to the website. Always refer all requests to the website as well for additional information.
2. Ask if this is public or private event and ask if there will be a charge for attending.
3. Every person or group who use this building, paying or not, should read or have read and understand the Regulation Section of the Town Hall Fees, Rules, Regulation and Reservation form.
4. Reservations are on a first-come first-serve basis. If there is any question as to who requested first, do note that preferential treatment should go to Town Committees first, Quasi municipal organizations second, Town residents third and non residents last.
5. Renters who pay a fee must complete and signed the reservation form, pay the fee and leave a check for the cleaning/damage deposit before the room can be reserved and/or rented. In addition to those paying a fee, every person with a waiver or any quasi-municipal group or organization holding a Special Event must complete the Reservation Form and must leave a Damage/Cleaning deposit.
6. The signed form and checks can be dropped off at the Municipal Building or mailed. Given that the Select Board Assistant's job is part time, alternate arrangements should be made for the checks to be received during non business hours. **Only the Select Board can waive or reduce any fees and/or deposits.**
7. Renter requests for waivers or fee reductions, and/or waivers or fee reduction for damage/cleaning deposit MUST be approved by the Select Board but note the new fee schedule is meant to avoid these requests and should for the most part be adhered to.
8. Set up time must be included in rental time with the exception of weddings that may need to set up the afternoon before with an extra charge of \$50.
9. This building cannot be rented by a resident for someone who lives out of town without paying the non-resident rate. The rental is non transferable.
10. Remind all individuals & organizations that privileges to use this building can and will be revoked if the regulations are not adhered to.

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11. The Select Board works in conjunction with the TTHAC to retain the integrity of this historic building. The SB, the TTHAC & the renter should be immediately and simultaneously notified of any damage to the Town Hall. The SB will work with the TTHAC to repair the damage.
12. Request Dutch Maids notify the office if they notice any damage or excessive cleaning following a rental.

Meeting minutes respectfully submitted by Gretchen Rae, Assistant to the Select Board.